

Position Summary

Under the general supervision of the Intergovernmental Services Team Leader, this position is responsible for the Municipal Service Payments Program (MSP) on the Intergovernmental Services Team of the Division of Intergovernmental Relations, in the Department of Administration. The MSP program is a pseudo “payment in lieu of taxes” program providing payments to municipalities who provide police, fire, and waste services to state-owned facilities. Annually, over \$60 million in services are provided to state facilities across the state. The payments are prorated and determined based on the value of the facility. State-owned facilities are valued at over \$13 billion across the enterprise. In creating the annual payment schedule for the Wisconsin Legislature, this position works with numerous state agencies as well as hundreds of local units of government. As part of this program, the position analyzes and recommends policy changes when needed, as approved by the State Legislative Joint Committee on Finance. This position works independently to interpret regulations, exercise judgement on program regulations and develop procedures for dispute resolution.

Additionally, this position serves as the lead of the Demographic Services Center and will analyze and make recommendations on various aspects of the state's participation in Census Bureau programs. Additional responsibilities include aiding the population estimates and projections programs and coordinate activities and participate in the decennial census on behalf of the State. The incumbent of this position must exercise professional judgement and will assist the senior demographer with population estimates and projections. The incumbent also assists the Municipal Boundary Review staff with state statute analysis, and management of data concerning municipal boundary changes and certain aspects of municipality state statutes.

40% A. Develop and maintain the Municipal Services Payments Program (MSP) for the State of Wisconsin.

A1. Annually review program methodology used to determine guidelines and update based on economic factors, municipal and agency requests, and legislative changes. Update the guidelines for annual review for the Joint Committee on Finance by November 15th of each year.

A2. Annually determine payment schedule based on building data, financial data, and guidelines. Prepare payment schedule for legislative approval by November 15th of each year.

A3. Create and nurture a partner relationship with the UW System, the Department of Revenue, and the DOA Division of Development and Management, and STAR to obtain, in a timely manner, data needed to complete preliminary payment schedules. Coordinate improvements to data in partnership with agencies to ensure efficient processes are maintained.

A4. Develop procedures and tasks to determine an annual value of individual buildings. Develop procedures to compare previous values and justify large discrepancies. The building files contains over 6,300 building records. The files need to be checked for accuracy and geocoded to the appropriate municipality.

A5. Utilize the MSP application and the MDS system to create preliminary reports for individual community inventories of state-owned facilities as well as inventory lists per

state agency. Work with DET staff to maintain system as well as partner agencies that provide data to ensure system remains efficient and accurate.

A6. Develop and maintain relationships with state agency accounting staff who determine building values and account for GPR vs. non-GPR programs. Review files with staff for accuracy and lead them through the change process when needed.

A7. Calculate and determine overall cost of eligible services provided (usually over \$60 million) then determine pro-ratio amount of payment schedule.

A8. Prepare informative mailings for communities that includes a building inventory, verification forms, an estimated payment amount. Resolve differences reported by agencies and communities.

A9. Calculate a final payment schedule based on local agency verification. Work with the Department Secretary to finalize payments and report to the Joint Committee on Finance.

A10. Analyze, calculate, and prepare chargeback amounts based on non-gpr percentage of operating budgets per agency and UW System.

A11. Create procedures with the Bureau of Financial Management to annually prepare financial records to process payments through the STAR system for both MSP payments and agency chargebacks.

25% B. Coordination of U.S. Census Program for State of Wisconsin

B1. Act as Coordinator of U.S. Census Bureau programs on behalf of the state of Wisconsin, serving as the State Data Center Lead on behalf of the Department of Administration which is the state's lead agency.

B2. Analyze and coordinate the operations of the State Data Center Program including the development of published reports as needed or directed.

B3. Process formal and informal requests for census data and statistics from users in state agencies and other governmental organizations.

B4. Help people acquire, interpret and use Census data accurately.

B5. Provide on-site assistance, conduct workshops and prepare written or on-line training when necessary.

B6. Conduct surveys of the State Data Center affiliates for the Census Bureau to identify and respond to changing needs of the State Data Center Program.

B7. Continuously maintain expertise in using data libraries and retrieval systems, and the physical library of published documents of U.S. Census data and other related information.

B8. Determine and clarify the needs of census data users and establish research methodologies to fill those needs.

B9. Provide prompt, courteous responses to public census and demographic inquiries. Upon request, make formal presentations regarding demographic trends, census profiles, and projections.

B10. Develop newsletter articles, press releases, brief analyses, and longer in-depth analyses on various demographic and estimation topics. Communications must be clear, concise, and appropriately worded for the audience's level of technical expertise.

B11. If assigned by the Governor, serve as the Governor's Census Liaison, and Boundary and Annexation Survey Certifying Official for the State of Wisconsin; otherwise provide support for the appointee.

20% C. Coordinate the Municipal Boundary Review (MBR) program

C1. Provide the primary oversight and administration of the state's Municipal Data System (MDS). This includes providing technical support to the MBR staff and other users of the system and working with Department software developers on customizations.

C2. Create GIS maps, demographic data and interpretation, and other technical support as required by MBR staff.

C3. Assist local units of government in preparing ordinances and supporting materials that are required to be filed with the Department.

C4. Enter, maintain and provide quality control of data in MDS, including annexation ordinances, Corporate Boundaries, Supervisory Districts, Charter Ordinances, Incorporations, Clerk Information and other information managed by the system.

C5. Initiate and participate in discussions regarding interpretations, applications and revisions of applicable state statutes.

15% D. Coordination of the Population Estimates Program

D1. In conjunction with the department's Senior Demographer, this position provides data inputs and analysis for the Population Estimates Program.

D2. Coordinate various communication aspects of the program.

D3. Maintain an understanding of procedures and techniques necessary to produce accurate annual municipal and county population estimates and projections for legislative and executive needs, including state revenue sharing purposes.

D4. Collect, analyze and evaluate statistical data for the Population Estimates Program. The collection of data will also include contacting other state agencies and local governments to obtain data necessary for development and refinement of annual estimates.

D5. Evaluate and review the accuracy of the estimates while participating on the team that prepares the estimates.

D6. Acquires and analyzes administrative data that can be used in reviewing formal estimate challenges. Participates in the review and makes appropriate recommendations to the lead demographer and Team Leader for retention or revision of the estimates.

D7. Collect, analyze and evaluate statistical data for staff in the Division of Intergovernmental Relations upon request.

D8. Develop ways to collect, analyze, evaluate and publish statistical data for the Wisconsin Population Estimates and Projections programs for placement on the web.

D9. Utilize the computerized Population Estimates System to assist the Senior Demographer complete preliminary population estimates, and

D10. Develop and disseminate an annual housing survey for municipalities. Compile and enter data acquired by the department's annual housing survey.

Knowledge, Skills, Abilities

1. Extensive knowledge of principles and practices of program planning and development.
2. Extensive knowledge of principles and practices of policy analysis and research.
3. Extensive knowledge of the principles and practices of strategic planning.
4. Extensive knowledge of the principles and practices of organizational analysis.
5. Extensive knowledge of the principles and practices of program assessment.
6. Extensive knowledge of effective data collection, research, and analytical skills relating to state and local government finances.
7. General knowledge of techniques used to develop fiscal estimates and project costs related to proposed program policy changes.
8. Extensive knowledge of conducting research and participating in inter-agency initiatives.
9. Effective oral communication skills including presentation, training techniques, and group facilitation.
10. Ability to communicate effectively in writing, including through technical reports for diverse readerships.
11. Ability to work effectively in a team environment and independently.

12. Advanced skill in consensus building, negotiation, and securing cooperation in situations where conflicting objectives exist.
13. Ability to work with Department management in sensitive areas of public policy and program management to facility analysis and/or improve program and/or planning.
14. Extensive knowledge of the United States Public Land Survey System.
15. Ability to interpret many types of legal descriptions.
16. Thorough knowledge of statutory requirements related to municipal boundaries and changes to municipal boundaries.